

CITY JOB SUBMITTAL CHECKLIST

“One City, One Team”

- ✓ [Routing sheet](#) and a notarized [permit application](#). Verify that address and folio number provided are in EnerGov (If they are not found in EnerGov, please contact Mr. Ashok Verma at ext. 26478 in Public Works)
- ✓ Contractors walking City jobs will be required to have a City contact person for their job prior to processing.
- ✓ City Contact information shall be on all City projects (name, phone number, email, and accounts payable)
- ✓ All Building Permit job values should only include the scope of work sought in the permit application. Ex. Int. Remodel should only include the structural work; do not include Electrical, Mechanical, Plumbing, and Windows.
- ✓ All City project are to receive a 200-ticket number from the 1st floor of City hall.
- ✓ Tickets for the 24-hour walk-through process: Monday – Friday from 10:00 a.m. – Noon., and Drop-off will be provided from 8:00 a.m. – 3:00 p.m. (Permit counters will be closed for lunch 12:30 p.m.– 1:30 p.m.).
- ✓ Contractors hired to complete City jobs must have Workers Compensation Insurance. **Workers Compensation Exemption is not acceptable.**
- ✓ E-Plan review Drop-off will be accepted without payment of the upfront fee, but plan review will not begin until payment is received.
- ✓ All E-Plan submittals must have raised and shaded seals prior to submittal.
- ✓ Questions on City projects can be emailed to rashondablatch@miamibeachfl.gov; judithgonzalez-pantigoso@miamibeachfl.gov; chenetriaifarley@miamibeachfl.gov, or ebonydukes@miamibeachfl.gov

REQUIRED REVIEWS

- ☐ Building ☐ Structural ☐ Mechanical ☐ Electrical ☐ Plumbing ☐ Elevator
☐ Flood ☐ Fire ☐ Public Works ☐ Zoning ☐ DERM ☐ Sustainability ☐ Parking Department

Signature: _____

Print: _____